

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No
R3-34

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Twin Cities, MN	5. Duty Station	6. OPM Certification No
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level: Code		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Office Assistant (Office Automation)	GS	303	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Office Assistant (Office Automation)	GS	303	5		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Region 3	e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)


20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature	Signature
Date	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
STANDARD POSITION DESCRIPTION R3-34
Grade Level Guide for Clerical and Assistance work, TS-91, dated 6/89

Typed Name and Title of Official Taking Action
J.T. WESTBERG
Personnel Management Specialist

Signature  Date 4/27/92

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent serves as an Office Assistant in a U.S. Fish and Wildlife Service office performing a variety of administrative and clerical functions. Typical duties include, but are not limited to the following:

Major Duties:

- Participates in preparation of Annual Work Plans and other budgetary material by preparing statistics on salary costs, utility charges, etc., taking into account inflation and other expected increases.
- Keeps accounting records for several sub-accounts for all funds allotted under the station's Annual Work Plan; maintains accurate accounting of purchase orders, blanket purchase arrangements, prepare billings, invoices and all obligation documents. Maintains time and attendance records. Compiles data, helps prepare and types annual program schedules. Keeps leave records for all employees and assists with orientation of new employees.
- Prepares routine correspondence pertaining to administrative matters including correspondence with commercial sources of supply and services, inquiries from the public for information about the Service, station, and available recreational programs, coordinates a reservation system to determine successful applicants for waterfowl hunting program.
- Reconciles the Office Transaction Report and Monthly Management Report with office records on file as required by administrative regulations. Keeps manuals and other publications up to date and keeps bulletin board current. Is responsible for keeping property records and prepares acquisition and disposal papers.
- Uses personal computers for tasks requiring word processing, spreadsheets, database management, charts and telecommunications.
- Types memoranda, letters, annual narrative reports and other items in final form from rough as required. Compiles and types bills of lading, a variety of reports on such subjects as, monthly activity, annual automotive equipment, heavy equipment, monthly obligation, accomplishments, energy conservation, procurement transactions, and other reports as required.
- Assists in the preparation and types personnel documents and forms (i.e., Requests for Personnel Action, Training, etc.) for submission to the Regional Personnel Office, routing mail through required offices. Serves as initial contact person for answering employee questions on Federal employment, benefits, salaries, etc.
- Maintains calendar for staff. Makes travel arrangements, including scheduling transportation and making hotel reservations. Prepares

necessary travel documentation, including computation and preparation of travel vouchers.

- Serves as Principal Cashier for an imprest fund of \$1,500 and is responsible for the proper utilization, safeguarding and timely submission of related reports. Also, serves as Collection Officer.
- Greets office visitors and provides general information on Service and station programs. Serves as the stations information/receptionist and frequently is the primary contact with the visiting public. Answers telephones and refers them to the appropriate staff member. Receives and transmits messages on station's base radio unit. Serves station as communication's coordinator during emergency situations, recording messages and relaying communications or instructions.
- Upon approval by the supervisor, independently prepares and types special use permits, cooperative farming agreements, and hunting permits. Types news releases on hunting and recreation programs for local newspapers, radio, and television stations.

Factors:

1. Knowledge Required by the Position:

- Knowledge of the operating programs and activities, and of Service policies and objectives and the interrelationships of Service programs, and particularly those functions and objectives for which the incumbent provides administrative services.
- Knowledge of Service regulations, processes, and procedures, covering the processing and tracking of all funds and budget transactions such as those used to process requests for allotments of funds, obligations, expenditures, transfers, and related actions.
- Knowledge of the Service's accounting system sufficient to enable incumbent to verify figures in determining the availability of funds; in adjusting account balances to reflect the obligation, expenditure, receipt, and transfer of funds; and in compiling budgetary data and preparing annual budget projections.
- Knowledge of Federal procurement rules, regulations, processes, and procedures used in obtaining required supplies, equipment, services, and repairs such as would be acquired through formal training as a warranted contracting officer, including knowledge of common business, industrial and trade practices.
- Knowledge of rules, regulations, processes and procedures required to request, reconcile and maintain imprest funds.
- Knowledge of and skill in completing a variety of administrative forms and documents required to process such items as personnel actions, training requests, capitalized property documentation, fee

collections, Service uniform orders, issuance of Government Driver's Licenses, ID cards, special use permits, duck stamp sales, etc.

- Knowledge of processes, procedures, and documents used in recording and maintaining time and attendance records for staff.
- Knowledge of office management procedures and practices, record-keeping, and the ability to effectively plan, organize, and coordinate a wide variety of work.
- Skill in operating an electronic typewriter, word processor, or microcomputer using a standard typewriter style keyboard with additional function keys, to produce work accurately and efficiently. Also, skill in operating related equipment, such as printers and modems, as required. Qualified typist required.

2. Supervisor Controls:

The supervisor establishes general priorities and deadlines for preparing special, one-time reports. The incumbent independently performs daily work, selecting work methods and procedures. Problems which are covered by established guides and instructions are resolved independently. Only problems and unfamiliar situations not covered by instructions are referred to the supervisor. Supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

3. Guidelines:

Specific guidelines are available in manuals, notices, bulletins and correspondence. Incumbent uses judgment in locating, selecting and applying appropriate guidelines. Situations involving significant deviations from guidelines are referred to supervisor.

4. Complexity:

The duties performed include a wide range of administrative duties which support the function of the office sometimes with only sketchy or incomplete information. Decisions regarding what needs to be done generally involve choices among established alternatives. Actions to be taken and responses to be made primarily concern differences in factual situations and awareness of functional specialties of the staff members.

5. Scope and Effect:

The purpose of the work is to provide administrative support for the office. The effectiveness of the total program is affected by the degree to which these administrative functions run smoothly.

6. Personal Contacts:

Contacts are with co-workers, telephone inquirers, visitors, vendors, Regional Office personnel, Denver Finance Center personnel, universities

and colleges, and other Service, local, State and Federal employees and officials.

7. Purpose of Contacts:

Contacts are for the purpose of providing, clarifying and exchanging information in purchasing goods and services, making travel arrangements, scheduling and arranging meetings, providing guidance and assistance to staff, and providing general information to visitors.

8. Physical Demands:

The work is sedentary. There is some standing, walking, bending and carrying objects weighing 25 pounds or less.

9. Work Environment:

The work is usually performed in a office setting, however, on occasions work may be performed outdoors. The indoor work area is adequately lighted, and ventilated.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class _____ and _____.